

## **1. POSITION DESCRIPTION AND GRADING**

Project officer

## **2. DEPARTMENT AND SECTION**

Energy Secretariat

## **3. PURPOSE OF THE TASK**

To provide an administrative service and support the Energy Secretariat Programme

## **4. LEARNING INDICATORS/QUALIFICATIONS**

### **4.1 Qualifications and Education Certification**

- Degree in science or engineering
- A Diploma in project management will be advantageous
- Must have a valid driver's license.

### **4.2 Experience**

- 2 years project management work experience required.
- Exposure to the energy or research environment / industry will be advantageous.

## **5 COMPETENCY**

### **5.1 Functional Competencies**

- Stakeholder engagement skills
- Communication skills
- Report writing skills
- Technical understanding of energy and research industry
- Research skills
- MS Office incl. Word, Power Point, Excel and MS Projects

### **5.2 Behavioural competencies**

- Initiative and responsibility
- Pay attention to detail
- Analytical
- Constructive teamwork
- Relations and networking
- Self-starter
- Self-development / professional and technical expertise
- Effective communication (verbal and written)
- Analysis and judgment / problem solving
- Systematic approach (planning and organizing)

## **6 RESPONSIBILITIES**

### **6.1 PROGRAMME COORDINATION AND MANAGEMENT**

#### **Portfolio and project administration**

- PMO administration - populate PMO documents
- Procurement administration - populate documents / terms of reference
- Financial administration - raising PR's on Dynamics, obtain invoices, submit for approval and payment, administer budget allocation on Dynamics, input to budget development (e.g. costs related to travel and logistics), monitor programme budget on Dynamics / budget revisions / budget review reports for review by GM
- Reporting - compile / collate monthly reports for review by GM/PM e.g. stakeholder engagement reports and input to Corporate Planner's reports
- Facilitate the administrative component of the MOU and contracting process - obtain and distribute documents, obtain signoff's, liaise with internal and external parties and legal
- Facilitate the internal approval process for travelling and liaise with internal travel agency

- Project event administration (e.g. training) - database of attendees, venue booking, catering, directions, delegate liaison, agenda, event material / documentation, event report e.g. attendance register, etc
- Project meeting administration - scheduling, meeting minutes, agendas

### **6.2 Exhibitions - represent Sanedi at exhibition stand**

- Interns – allocate work, monitor and train interns (focus is administrative and should be based on generic work plan for interns)
- Compile / collate data monitoring and issue resolution reports for data analysis and interpretation purposes
- Under supervision – not primary responsibility - On-site support to project manager, GM - (site visits - showcase work to stakeholders, evaluate the suitability of a site, Community engagement monitoring)

### **6.3 Technical exposure (only at times under supervision – not a primary requirement of the role, but on an as and when basis**

- Present at conferences
- Quality and relevance of presentation
- Presentation skills
- Literature Reviews

### **6.4 Contribution to operational management structures / forums as and when required**

- Committee member or committee chair
- Support to National Treasury / internal and external audit
- Administrative procurement support
- Administrative support to Energy Secretariat
- Quality of contribution
- Timeous / Turnaround times
- Compile minutes

The closing date for these positions is **5 March 2023**

Please forward your detailed CV to [Recruitment@sanedi.org.za](mailto:Recruitment@sanedi.org.za)